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16 October 1952

MEMORANDUM FOR: Chief, Support Staff

SUBJECT : Weekly Activity Report

1. ITEMS OF ADMINISTRATIVE INTEREST

a. The remaining staff members of TEB/AE/TR(S) from Building [redacted] have been moved to the A&E/TR(S) location in the R&S Building on 15 October 1952.

b. TR(G) and Support Staff personnel have been converted to the new T/O which was then forwarded to PDC.

c. [redacted]

d. The Personnel Section, OTR is at present preparing the material for the first phase of the Personnel Evaluation Report Program.

e. On 15 October 1952, the Personnel Section, OTR put in thirteen (13) actions for clerical personnel. This leaves 21 vacancies unencumbered.

25 YEAR RE-REVIEW

[redacted]
Administrative Officer, OTR

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